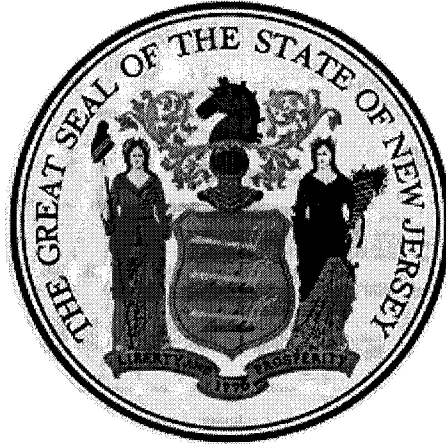


State of New Jersey



School District Records Retention Schedule

Active Records

Cafeteria M700102-999

Cafeteria

Agreement - School Nutrition Program	1
Annual School Nutrition/Breakfast, Lunch,	1
Application and Refund File	1
Food Handling Establishment License	1
Letter to Parent or Guardian for Free or Reduced Meals	1
Reimbursement File - School Nutrition	2
Sanitary Inspection File	2
Sanitary Inspection Report	2
Sanitary Inspection Report Certificate	2
Schedule A - School Nutrition Programs	2
School Lunch File	2
Student Lunch Tickets	2
Summer Food Service Program File	3
Weekly Reconciliation Report - Cafeteria Sales	3

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
M700102SCHEDULE NUMBER
999PAGE NUMBER
1 OF 3

DEPARTMENT

SCHOL DISTRICT

DIVISION

ACTIVE

BUREAU

CAFETERIA

AGENCY REPRESENTATIVE

TITLE

(AREA CODE) TELEPHONE NUMBER

SCHEDULE APPROVAL: Unless in litigation, the records covered by this schedule, upon expiration of their retention periods, will be deemed to have no continuing value to the State of New Jersey and will be disposed of as indicated in accordance with the law and regulations of the State Records Committee. This schedule will become effective on the date approved by the State Records Committee.

AGENCY REPRESENTATIVE SIGNATURE

DATE

SECRETARY, STATE RECORDS COMMITTEE SIGNATURE

DATE

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN

AGENCY

RECORDS CENTER

DISPOSITION

0001-0000

Cafeteria
Agreement - School Nutrition Program7 yrs after
termination of
agreement

Destroy

0002-0000

Annual School Nutrition/Breakfast, Lunch,
and Milk Programs Survey Report (Copy)
Original is sent to the Department of Education
and a copy is sent to the office of the County
Superintendent of Schools.

1 yr

Destroy

0003-0000

Application and Refund File - School Nutrition/
Breakfast, Lunch, and Milk Programs
Contains: application, refund, and supporting
documentation.7 yrs after
termination of
agreement

Destroy

0003-0001

Application and Refund File - Approved

0003-0002

Application and Refund File - Denied

3 yrs

Destroy

0004-0000

Food Handling Establishment License

3 yrs

Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

AGENCY NUMBER
M700102

SCHEDULE NUMBER
999

PAGE NUMBER
2 OF 3

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0005-0000	Letter to Parent or Guardian for Free or Reduced Price Meal	1 yr		Destroy
0006-0000	Reimbursement File - School Nutrition/ Breakfast, lunch, and Milk Programs (Copy) Contains: reimbursement voucher, claims, and supporting documentation. Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	7 yrs		Destroy
0007-0000	Sanitary Inspection File	As updated		Destroy
0007-0001	Sanitary Inspection Report A copy is sent to the County Department of Health.			
0007-0002	Sanitary Inspection Report Certificate	3 yrs		Destroy
0008-0000	Schedule A - School Nutrition Programs (Copy) Original is sent to the Department of Education and a copy is sent to the office of the County Superintendent of Schools.	1 yr		Destroy
0009-0000	School Lunch File Contains: reports, audits, menus, program policies, and correspondence.	7 yrs		Destroy
0010-0000	Student Lunch Tickets	1 yr		Destroy

RECORDS RETENTION AND DISPOSITION SCHEDULE

RECORD
SERIES NO.

RECORD TITLE AND DESCRIPTION

AGENCY NUMBER

SCHEDULE NUMBER

PAGE NUMBER

M700102

999

3 OF 3

RETAIN IN
AGENCY

RECORDS CENTER

DISPOSITION

0011-0000

Summer Food Service Program File (Copy)

3 YRS

Destroy

0012-0000

Contains: Summer Food Service Program: Agreement, Summer Food Service Program: Enrollment, Documentation for Eligibility Summer Food Service Program: Reimbursement Claim, Summer Food Service Program: Schedule A, Summer Food Service Program: Schedule, C - Ten Day Menu Planner, Summer Food Service Program: Site Information Sheet, Summer Food Service Program: Site Record Form (Self Preparation Sites Only), Summer Food Service Program: Site Record Form (Vended, School Serviced/Satellite Sites), Summer Food Service Program: Sponsor Management Plan, and supporting documentation. Original is maintained by the Department of Education and a copy is kept by the office of the County Superintendent of Schools.

7 YRS

Destroy

Weekly Reconciliation Report - Cafeteria Sales and Orders

Monetary and statistical account of weekly cafeteria sales and stock orders.